

ALL INFORMATION AVAILABLE IN
VARIOUS FORMATS ON REQUEST
city@busselton.wa.gov.au

Please note: These minutes
are yet to be confirmed as a
true record of proceedings

CITY OF BUSSELTON

MINUTES FOR THE FINANCE COMMITTEE MEETING HELD ON 15 FEBRUARY 2018

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....	2
2.	ATTENDANCE	2
3.	PUBLIC QUESTION TIME.....	2
4.	DISCLOSURE OF INTERESTS	2
5.	CONFIRMATION OF MINUTES	2
5.1	Minutes of the Finance Committee Meeting held 18 January 2018	2
6.	REPORTS	3
6.1	ASSET MANAGEMENT REPORT.....	3
6.4	BUDGET AMENDMENT REQUEST	23
6.2	FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 JANUARY 2018.....	29
6.3	LIST OF PAYMENTS MADE JANUARY 2018	39
7.	GENERAL DISCUSSION ITEMS	41
8.	NEXT MEETING DATE	41
9.	CLOSURE	41

MINUTES

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 15 FEBRUARY 2018 AT 9.30AM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 9.35am.

2. ATTENDANCE

Presiding Member:

Cr Paul Carter

Members:

Cr Grant Henley Mayor
Cr John McCallum Deputy Mayor
Cr Coralie Tarbotton
Cr Robert Reekie

Officers:

Mr Tony Nottle, Director, Finance and Corporate Services
Mr Oliver Darby, Director, Engineering and Works Services (left at 10.10am)
Mr Kim Dolzadelli, Manager, Finance Services
Ms Maxine Palmer, Manager Community Services (left at 10.24am)
Mr Daniel Hall, Asset Coordinator (left at 10.10am)
Mr Greg Simpson, Environmental Planning Coordinator (entered at 10.11am and left at 10.24am)
Miss Kate Dudley, Administration Officer, Governance

Apologies

Nil

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Finance Committee Meeting held 18 January 2018

COMMITTEE DECISION

F1802/015 Moved Councillor J McCallum, seconded Councillor G Henley

That the Minutes of the Finance Committee Meeting held 18 January 2018 be confirmed as a true and correct record.

CARRIED 5/0

6. REPORTS

6.1 ASSET MANAGEMENT REPORT

SUBJECT INDEX:

STRATEGIC OBJECTIVE:	Assets are well maintained and responsibly managed.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	
REPORTING OFFICER:	Asset Coordinator - Daniel Hall
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Coastal Node Photos ⇨

PRÉCIS

The Purpose of this report is to provide the finance committee with asset management information relevant to the financial management of the City of Busselton. It will outline what the activities are and how they may or may not impact the financial management of the City. It is not intended as an exhaustive list of all the asset management undertakings for the period, rather a targeted report detailing issues relevant to the Finance Committee.

Asset Management Report

This report details the results of inspections of sixty three **Coastal Nodes** located in six zones between Wonnerup and Dunsborough. This was undertaken as a means of assessing the current service provision of these nodes. This current provision has been assessed and recommendations made to improve the provision. These recommendations will guide the management, planning & budgeting of future upgrades of coastal node recreational and community infrastructure facility assets in the City of Busselton.

The City has installed extensive dual purpose pedestrian and bicycle pathways along a thirty kilometre length of foreshore area of the coastline from Wonnerup to Dunsborough and along these pathways have established various facilities including but not limited the following:

- Carparks with either bitumen, gravel, limestone or compacted earth surfaces
- Beach access paths, some with stairs down to beaches where required.
- Ablution facilities including toilets, showers and changerooms (generally co-located with Boating Facilities)
- Seats and picnic tables, both covered and uncovered
- Public barbecue facilities
- Play equipment and shade sails
- Fitness equipment
- Bicycle racks
- Rubbish bins
- Lighting
- Drinking water and beachside cold water rinsing showers
- Grassed areas and natural tree shading

As part of lifecycle management plans and strategies, the City must not only operate, maintain and refurbish these assets, it must review & revise their useful life and either replace or retire these assets in order to maintain the standard of facilities. This standard needs to meet the expectations of the community and visitors to the City of Busselton in terms of adequacy, performance and amenity.

Asset management practices should be able to demonstrate knowledge and capabilities of these assets in key areas including:

- Physical condition
- Required and expected performance standards
- Current and expected future utilisation
- Capacity of the asset to meet requirements.

In terms of the overall performance and sustainability of assets, often we focus mostly on the 'physical' status of the facility and its 'depreciation' over the expected lifespan of the asset. However, 'depreciation' of an asset encompasses weightings of several inherent asset 'utility' factors.

- Physical condition – level of repairs, maintenance or refurbishments
- Obsolescence factor – not meeting expected or required standards
- Inadequacy – capacity and design inadequate to demand and requirements
- Lack of utility – low use of asset
- Exhaustion – asset reaches end of physical and economic life

This method provides an effective methodology for assessing the current performance of an asset or group of assets.

Criteria for overall assessment into three Coastal Hierarchy categories are listed below and will generally have (but not be limited to) the associated assets as noted below.

- **Category 1:** Beach access, sealed car parking, public toilets, play equipment, picnic tables/seats, bike rack, shade, access to drinking water and beach shower facilities & rubbish bins.
- **Category 2:** Beach access, car park (either sealed or unsealed), play equipment, picnic tables, shade, rubbish bin and drinking water.
- **Category 3:** Beach access, seating, rubbish bin and bike rack.

The intention of each of these categories is that they will be strategically located along the coast and will each provide a different level of service as determined at each location.

Category 1 nodes will be destination nodes and will cater for people travelling along the Dual Use Path as well as those that wish to drive, park and spend some time at the beach with expected amenity close by. This amenity will include, toilets, car parking; picnic areas and play equipment. It is anticipated that there may only be a handful of these created due to the assets required to be located at these sites. These may also be able to be created by upgrading existing points where some of these assets (such as toilets and car parking) already exist. These will generally be the most expensive to establish and maintain.

Category 2 nodes will provide a place to stop and rest whilst travelling along the path and will also be a destination point, but with a reduced level of service to those in category one and therefore will be cheaper to establish and maintain. Category 2 nodes will be located at points between category 1 nodes to ensure that where practicable, there is a practical distance between each node.

Category 3 nodes will provide formal beach access with seating, bike racks and rubbish bins in some locations. These will allow cyclists and pedestrians to access the beach, secure bikes if required and rest on the seating provided. It is anticipated that these nodes will primarily be used for beach access rather than as a destination point in their own right. Category 3 nodes will be relatively inexpensive to establish and maintain.

Listed below are brief details of the nodes which are considered as high priority for upgrade in the near future. This report provides the basis for further investigation, design and costing as part of future upgrades and replacements at these important coastal nodes.

The six zones and the main outcomes from the assessment are outlined below.

ZONE 1: Wonnerup to Busselton Foreshore

This zone includes coastal interpretive trails with fishing, swimming and 4WD recreational beach driving at Wonnerup, modern standard Category 1 facilities installed at Port Geographe foreshore; through to open foreshore passing urban residential development to the eastern fringe of the Busselton foreshore / jetty precinct.

Main nodes for further investigation in Zone 1 are as follows.

- **1.2 Wonnerup Beach:** Upgrade this node which has 4WD access with a carpark upgrade, more picnic facilities including covered tables and barbecues, a beach shower and drinking water and bike racks. Improve linkage between new ablution facilities, car park and picnic area. Possible Category 1 node.
- **1.8 Geographe Bay Road- Morgan Street:** Located near gap area for provision of public open space as defined by the draft Public Open Space Strategy. Reasonable activity location requiring further investigation. Add covered seats and replace shower to include drinking fountain. Possible Category 2 node.
- **1.10 Geographe Bay Road - Ford Road:** Improve further by adding barbecue, picnic tables and upgrade shower to include drinking fountain. Possible Category 2 node.

ZONE 2: Busselton Jetty Foreshore to Mill Road (West Busselton)

This zone includes the Busselton Foreshore recreational, cultural, food and entertainment and sporting facilities precinct, then yacht club facilities and open foreshore passing urban residential development.

Main nodes for further investigation in Zone 2 are as follows.

- **2.5 King Street:** Located in a high usage location Substantial expansion of grassed area, barbecue facilities and shelters are required along with modern ablution facilities (existing ablutions may struggle to meet standards for foreshore locational requirements into the near future). Adjoining carpark could also be upgraded and expanded with bike racks also added. This is a popular foreshore location for recreation that could be further expanded and activated. Possible Category 1 node.

ZONE 3: Mill Road to Holgate Road (Broadwater)

This zone is a combination of natural coastal vegetation, urban areas and more open foreshore areas. Supports coastal recreational facilities for caravan parks, resorts and holiday accommodation.

Main nodes for further investigation in Zone 3 are as follows.

- **3.1 Dolphin Road:** Activate grassed area adjoining boat ramp carpark, install barbecue, covered picnic tables, lighting and bike rack. Boat ramp and good parking here, activation will increase security by way of passive surveillance of the car park area by users of the public open space area. Further investigation will be required here to determine the practicalities of co-locating boating and public open space facilities. Possible Category 1 node.
- **3.7 Holgate Reserve:** Located at the rear of “The Sebel Resort” with lawns and shade. Investigate new toilet block (possibly replacing Allan Street toilets which are not ideally located). Activate further with more lighting, shower & drinking water, barbecues, bike racks and install interconnecting bitumen path to beach from carpark. This will also include investigation and clarification of the management responsibility of the tennis courts on the site also. Possible Category 1 node.

ZONE 4: Holgate Road (Broadwater) to Forth Street (Abbey)

This zone is a combination of natural coastal vegetation, urban areas and more open foreshore areas. Supports coastal recreational facilities for boat fishing, caravan parks , resorts and holiday accommodation.

Main nodes for further investigation in Zone 4 are as follows.

- **4.3 Vasse Abbey:** This is a very busy boat ramp and beach. Could be further upgraded with picnic & rest area with barbecues, grassed area with covered picnic tables and bike rack. As with Dolphin Road, further investigation will be required here to determine the practicalities of co-locating boating and public open space facilities. Possible Category 1 node.

ZONE 5: Forth Street (Abbey) to Naturaliste Marine Rescue (Quindalup)

Located within this zone is mainly natural coastal vegetation with urban nodes including **Siesta Park**. Supports coastal recreation for nearby caravan parks and resorts.

Main nodes for further investigation in zone 5 are as follows.

- **5.2 Siesta Park Road 2:** Secluded node that could be further developed and activated including sheltered picnic tables, bike rack and rubbish bin. Possible Category 3 node.
- **5.5 Smith Street:** Popular and busy location with Caravan Park nearby. Large grassed area in the road reserve possibly available to activate with covered picnic tables and BBQ, drinking water, shower and bike rack. Possible Category 3 node.

ZONE 6: Naturaliste Marine Rescue (Quindalup) to Bayview Crescent (Dunsborough)

This zone is a combination of natural coastal vegetation, urban areas and more open foreshore areas. It includes well developed parks and facilities at Centennial Park, Dunn Bay Road and Old Dunsborough Boat Ramp.

Main nodes for further investigation in Zone 6 are as follows.

- **6.3 Naturaliste Marine Rescue:** Mainly boat launch facilities and parking with ablutions but could be further developed and activated including sheltered picnic tables, BBQ, and bike rack. Further investigation will be required here to determine the practicalities of co-locating boating and public open space facilities. Possible Category 1 node.
- **6.4 Dunsborough Yacht Club:** Upgrade busy gravel carpark and add picnic/rest area with sheltered picnic tables, BBQ, drinking water and bike rack. Further investigation will be required here to determine the practicalities of co-locating boating and public open space facilities. Possible Category 1 or 2 node.
- **6.5 Old Dunsborough Tennis Courts (located on Geographe Bay Road, near Elmore road):** Add shade sail over play equipment, add rubbish bin, bike rack and drinking water. Upgrade/refurbish tennis courts or alternatively redevelop with basketball courts. Possible Category 2 node.
- **6.13 Bayview Crescent corner Beach Street:** Good facilities, poor parking. Upgrade parking using road reserve. Possible category 2 node.
- **6.14 Bayview Crescent Old Dunsborough Boat Ramp:** Good facilities at this boat ramp including ablution block but could further upgrade with more sheltered picnic tables, shade sails over play equipment, drinking water and bike racks. Current Category 1 node with further upgrades possible. Is also a good example of co-location of boating and public open space facilities.

The next steps in this process will include prioritisation of future upgrades, with the highest priority ones to be included for consideration in the 2018/19 budget deliberations. The prioritised list and costings, along with any other required information, will be brought to the finance committee as the process progresses.

The main objective in the first instance will be to look at the location of existing facilities such as car parks and toilet / ablution facilities and investigate the potential for upgrades at these locations. Potential for creation of new facilities will then be investigated and costed for presentation to the finance committee.

Engineering & Works Services – Regional Road Group/Busselton Traffic Study Funding Update

The following information provides an update of the progress of the works and design services of the various roadworks projects funded via the South West Regional Road Group and the Busselton Traffic Study. This information forms part of the CEO's KPI's.

Regional Road Group Road Project Grants Background

There is 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement. The City of Busselton is a member of the South West Group comprising 15 other local government areas, including the Cities of Bunbury and Mandurah and the Shires of Harvey, Collie, Dardanup, Capel, Augusta-Margaret River, Nannup, Manjimup, Bridgetown-Greenbushes, Boyup Brook, Waroona, Boddington, Murray and Donnybrook-Balingup.

The RRG is guided by a document referred to as the Roads 2030; this document identifies roads within the various councils that are of regional significance. These Local Government roads (as contained in the Roads 2030 document) are reviewed on a five yearly interval to assess the effects of changing circumstances and demand on the local road network. New roads can be added through this process although the justification can be difficult and is not automatically guaranteed.

The City of Busselton currently has 21 Roads of Regional Significance on the list. **These as detailed in alphabetical order in the table below.**

- | | |
|-----------------------------|-------------------------------|
| ➤ Albert Street | ➤ North Jindong Road |
| ➤ Bussell Highway | ➤ Payne Road |
| ➤ Cape Naturaliste Road | ➤ Peel Terrace |
| ➤ Causeway Road | ➤ Queen Elizabeth Avenue |
| ➤ Commonage Road | ➤ Queen Street |
| ➤ Fairway Drive | ➤ Roy Road |
| ➤ Jindong – Treeton Road | ➤ Strelly Street |
| ➤ Layman Road | ➤ Tuart Drive |
| ➤ Ludlow – Hithergreen Road | ➤ Vasse-Yallingup Siding Road |
| ➤ Metricup Road | ➤ Wildwood Road |
| | ➤ Yallingup Beach Road |

Each year the City applies for funding based on works required derived either from an Asset management perspective or more recently as a result of the Busselton Traffic Study outcomes. All projects applied for by the group are then reviewed, prioritised and ranked based on the South West Regional Road Group Road Project Prioritisation Guidelines.

Funding for eligible projects is based on a 2/3rd RRG and 1/3rd LGA basis. The City is required to contribute the 1/3rd of the cost of any project from its own funds. There is also a maximum per project per year distribution of \$500,000 RRG funding thus no project can exceed \$750,000 combined funding in any given year unless the City contributes in excess of its 1/3rd. Projects can however be staged over multiple years at the maximum allowable amount.

The group has an Expenditure Performance Target of 90% of Grants assigned to be expended annually.

It is important to note that the funding associated with RRG is treated as a funding pool and distributed accordingly above. The pool is treated in two different ways and is dependent on the type of endorsed project. Projects for both funding streams can be either a one off project or a longer term ongoing project. A one off project may be a reconstruction or reseal of a particular road or section of road, the work is completed in that financial year and no further works are required on that road. Any surplus funds on completion of the one off project are returned to the funding pool where the funding gets redistributed amongst the other RRG local Governments. Or by request (requires RRG approval) the funds can be transferred to other RRG budgeted projects.

Long term projects or ongoing projects are projects that have been budgeted and programmed to complete over a number of years, generally commencing with detailed design work, service relocation and finally construction. Similar to a one off project in any one year unspent funds can be returned to the funding pool. This is however with the knowledge that funding has been allocated for the following year. Or as in the situation the City of Busselton has taken, is to carry funds over in order to retain the funds and bank it with future year's allocations. This allows a larger scale project to be completed in a one off manner. The long term projects are nominated over a set period, generally up to 5 years, where the project exceeds this delivery timeframe it will need to be reapplied for and be assessed against other nominated RRG projects.

Current Year Projects and Progress Commentary

The RRG funding is broken into two (2) separate allocation streams being Preservation or Improvement works:.

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0035 Strelly Street	\$549,859	\$33,848	\$430,182	\$85,830	In progress See detail below

- Preservation works largely involve the reconditioning of the existing infrastructure with only minor improvements.
- Improvement works are to expand the infrastructure, increase its capacity or other significant works. Improvement works usually required more detailed design and planning, sometimes environmental considerations & service relocations are needed and projects are generally located in high density areas.

In 2017/18 the City has five (5) Roads where there are 11 individual assigned Main Roads RRG project numbers representing 6 separate project scopes. All but one of these project are categorised as improvement projects.

NOTE: Main Roads WA (MRWA) assigned a new project number annually whereby the City consolidates any project carryovers into any new project allocations.

Project Name - Strelly Street

Project Budget \$549,859

Financial information

Project Scope

This project is part of Busselton Dunsborough Traffic Implementation Works (Traffic Study)

- Short term- Construction of a direct link from the Busselton Bypass to West Street and essentially the Old Bussell Highway/Albert Street. This is known as the Strelly/ Barlee/West Street Connection which offers alternative access to Busselton Town Centre, the foreshore and the Western portion of the Busselton Township. The first stage involves the relocation of services and possible land resumptions where after the construction of a new roundabout at the intersection of Strelly/Barlee Street will be undertaken.
- Long Term – Construction of Dual carriageway to the above route is envisaged by 2036.

Progress Report

Works in Progress

The detailed design for the roundabout has been undertaken by an external Contractor and is complete.

The undergrounding of power lines and the installation of street lights at the intersection of Steely/Barlee Street has been completed at the end of 2017.

Relocation of services, water main, and upgrade of existing asbestos cement pipes to polyethylene pipes. These works is scheduled to be commenced with in February 2018.

Relocation of services other services i.e. Telstra and NBN. Two Telstra pits and associated fibre optic needs has also been relocated out of the new road alignment.

Land resumptions – Four (4) parcels of land are required to be able to fit the new reworked (MRWA) roundabout at the intersection of Strelly Street/Barlee Street intersection. City officers have met with the land owners and it was agreed that the City can undertake an independent valuation of the portions of land. The valuations have been completed and negotiations with affected land owners will take place early in February 2018.

Community consultation - Once the final design has been received a letter drop will be done to all the property owners in the Light Industrial Area (LIA) advising them of the works. City officers have met with the directly affected landowners earlier this year to discuss the project and will be dealing with them on a one-on-one basis as part of the way forward to progress the project from design to implementation.

Construction works - It's anticipated that the works will be commenced with in the 4th quarter of the 2017/18 FY i.e. May'18 – June '18 running through to the 2018/19 FY.

Project Risks

Purchase of Land -This could also potentially delay the implementation of the project we only need one of the property owners to not agree to the land purchase and we will then be forced down the road of compulsory land acquisition that could take as long as two years.

There has been a strong push from the four directly affected landowners that Council consider other types of intersection treatments such as traffic signals. Recent meetings with MRWA have indicated that MRWA is against the use of traffic lights if other intersections treatments such as roundabouts can be used. In this case, a roundabout does work and the City will struggle to convince MRWA to consider traffic signals at this location. This is despite the initial and ongoing maintenance cost of traffic signals.

Funding - Construction of the roundabout in the current financial year is dependent on the outcome of the funding remaining after all services have been relocated and the land purchases have been finalised. Note however the City has already secured additional funding via RRG for the 18-19 Financial Year (FY), which equates to \$450,000 (\$300,000 from the RRG and \$150,000 from the City).

Project Name – Layman Road

Project Budget \$672,701

Financial information

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0049 Layman Road	\$672,701	\$531,365	\$1,260	\$140,076	Completed

Project Scope

This project was undertaken over four years and consisted of a full reconstruction, upgrade of drainage, street lighting and minor landscaping. This was from Navigation Way to Ford Road.

Progress Report

Works in Progress

This project has been completed. City officers have been advised verbally that the balance of the project funding will not be able to be transferred to other sections of Layman Road, as the existing project grant funding was for a **road improvement project** not a road **preservation project** (see paragraph above **Current Year Projects and Progress Commentary** for a definition of these). These two (2) types of projects get scored and ranked differently and in the case of Layman Road, moving the funding to another section of Layman Road will not qualify the scoring required to justify the funding being moved. As the currently funded works are funded as preservation projects.

Project Risks

MRW has verbally advised that the balance of the funding will not be allowed to be used on another section of Layman Road and the City will be required to return the money to the Regional Road Group funding pool.

Project Name – Causeway Road

Project Budget \$139,032

Financial information

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0051 Causeway Road	\$139,032	\$67,434	\$21,036	\$50,562	Ongoing

Project Scope

This project is part of Busselton Dunsborough Traffic Implementation Works (Traffic Study)

- Short Term- Construction of a roundabout on Causeway Road providing access to the new Eastern Link Bridge and Rosemary Drive.
- Short term- Construction of dual lane roundabout at Rosemary, Dual lane roundabout at Strelly street and dualing between Strelly st and Rosemary Drive
- Long Term – Construction of Dual carriageway from Busselton Bypass to Peel Terrace, 2036.

Note- Funding Received to date is predominantly for the detailed design of the above works that includes the new roundabout at Rosemary Drive.

Progress Report

Works in Progress

The majority of this funding is going towards the cost of the detail designs work being undertaken by Calibre as well as the relocation of services such as fibre optic communication cables.

It was recently agreed to add the Strelly Street Roundabout and dualing Causeway road From Rosemary Drive to Causeway Road. This detailed design work will be underway shortly.

Project Risks

Note however the City has already secured funding via RRG for the 18-19 FY which equates to \$750,000 (\$500,000 from the RRG and \$250,000 from the City).

Funding and costs for the new inclusions requires detailing and programming. Consideration of how the stages of the projects are implemented requires further planning.

Project Name – S0064 Peel Terrace

Project Budget \$1,102,549

Financial information

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0064 Peel Terrace	\$1,102,549	\$42,728	\$758,958	\$300,863	Ongoing

Project Scope

This project is part of Busselton Dunsborough Traffic Implementation Works (Traffic Study)

- This is for the reconstruction of the section of road along Peel Terrace from Queen Street to Stanley Place, construction of a new roundabout at the intersection of Peel Terrace and Camilleri Street and construction of a new roundabout at the intersection of Peel Terrace and Brown Street. The project includes all design works and service relocations.

Progress Report***Works in Progress***

Design Works – the design work on the section of Peel Terrace between Queen Street and Brown Street is currently underway and preliminary design drawings were completed in December 2017 and these drawing are currently being reviewed by City Staff in order to be issued for construction/tender.

These works include the upgrade of the existing road pavement between Queen Street and Stanley Place, as this section of road is in desperate state of repair. A new roundabout at the intersections of Peel Terrace, Stanley Place and Cammilleri Street. As well as a new roundabout at Peel Terrace and Brown Street.

Relocation of services - Western Power undergrounding of power along Peel Terrace has been designed to be delivered in two phases. Phase 1 is the undergrounding of power and new street lights on Peel Terrace between Queen Street and Camilleri Street. Phase 2 is the undergrounding of power and new street lighting on Peel Terrace between Camilleri Street and Brown Street.

The designs for these works have been submitted to Western Power in July/August 2017, the City received the quotation for undertaking these works in January 2018, and purchase orders have been raised for Western Power to undertake these works. Works would commence within 45 days of the receipt of a PO.

Relocation of services - Telstra and Optus. Two pits Telstra and Optus and the associated fibre optic needs to be relocated out of the new Eastern Link road alignment. The designs are in progress and a quote for these works has been received. It's anticipated that the relocation works will commence in February /March'18. (Worst case scenario.)

Land resumptions - both the two new roundabouts at Peel Terrace/Cammilleri Street and Peel Terrace/Brown Street will be encroaching land that falls outside the existing road reserve. The new roundabout at Cammilleri Street encroaches Reserve 52822 – State WA – Current Purposes – Carpark. The new roundabout at Brown Street encroaches Lot 7 (73 Peel Terrace) of which the owner is City of Busselton.

Environmental Approvals are currently underway. The environmental approval for the new Eastern Link Bridge was submitted for approval to Environmental Protection Authority (EPA) in early January. Although it is expected that a determination by the EPA could be with the City in February 2018, this determination can take up to three months. (A detailed progress report on the Environmental Approval can be provided upon request.) Note that this will not affect the works on Peel Terrace, only the works associated with the Eastern Link and the connection to Peel Terrace. Should there be a delay in the environmental approvals (pending the relocation of WP) these works will commence with the leg of the Eastern link not being completed.

Construction works, it's anticipated that the works will be commenced with in the 4th quarter of the 2017/18 FY i.e. May'18, budget permitting. Noting that further funds are available for this project in the 18-19 FY.

Project Risks

Western Power delays in getting the undergrounding of power completed before mid-April 2018. This could potentially delay the road upgrades for the new roundabouts at Peel Terrace /Cammilleri Street and Peel Terrace/Brown Street.

The environmental approval is currently underway. The Environmental approval could potentially be delayed if the construction of the new Eastern Link Bridge over the Vasse River is objected against. (Note comment above)

Funding - Construction of the roundabouts and the upgrade of Peel Terrace in the current financial year is dependent on the outcome of the funding remaining after all services have been relocated. Note however the City has already secured funding via RRG for the 18-19 FY which equates to \$750,000 (\$500,000 from the RRG and \$250,000 from the City). .

Project Name – S0066 Queen Street**Project Budget \$254,412****Financial information**

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0066 Queen Street	\$254,412	\$27,403	\$24,713	\$202,296	Ongoing

Project Scope

This project is part of Busselton Dunsborough Traffic Implementation Works (Traffic Study)

- Short term- Minor modifications to the road layout and lanes on the section of Queen Street from Peel terrace and Albert street. Detailed design and modelling associated with traffic congestion and the improvement of traffic flow into the town centre. Redesign and re-programming of traffic signal sequencing at the intersection of Queen and Albert and West/Albert.
- Long Term- The intersection to be upgraded to accommodate Causeway Road to be a dual carriage way.

Note- Funding Received to date is predominantly for the detailed design of the above works.

Progress Report***Works in Progress***

Detailed modelling has been undertaken of numerous options associated with the intersection treatments for this area.

City Officers have narrowed the intersection design of Queen/Albert Street down to a roundabout in lieu of the Traffic Signals. This option will require additional traffic modelling and preliminary designs to establish if this is a viable option.

No final design has been determined at this point as priority has been given to the completion of the Eastern Link, Peel Terrace upgrade and the Barlee Street/Strelly Street upgrades. Noting that we would expect to complete the detailed design of this area towards the end of the financial year. It is likely that this will not expend all of the current funds allocated to this project and remaining funds may have to be returned to the MRWA RRG.

Minor road upgrades have been completed, lane upgrades and channelization.

Relocation of Services such as Telstra and Western Power is currently being investigated.

City officers have engaged a specialist consultant to do a detailed assessment of the Traffic Signal sequencing along all the entire Bussell Highway to establish if there are options to switch over from normal traffic to peak flow traffic. This investigation is still underway working in consultation with MRWA.

Project Risks

A final design of this intersection cannot be completed until further detailed modelling of various options can be finalised. This is in order to develop the most appropriate design that caters for all the associated different factors such as East/West and North/South Access, minimising service relocation, minimising land acquisition, minimising the use of the reserve all with the intention of improving traffic flow. This can only be done when other elements of the traffic study as detailed above are finalised. This will be the most complicated and risky part of the overall project and will require the appropriate attention to finalise. Currently City officers are prioritising the Eastern Link works, Peel Terrace works and the Barlee Street/Strelly Street connection.

The risk is remaining funds may be required to be carried over. However the City will request consideration to use these funds on Barlee Street/Strelly Street intersection works. Noting that RRG approval will be required for this to occur, alternatively to this the funds on completion of design works will have to be returned to the RRG funding pool.

Project Name – Layman Road**Project Budget \$600,000*****Financial information***

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0067 Layman Road	\$600,000	\$5,034	\$0	\$594,966	Ongoing

Project Scope

Reconstruction between SLK 3250 and SLK 3620, Asphalt overlay between SLK 5010 to 5110 and Asphalt overlay with drainage improvements between SLK 6000 to 6500.

Progress Report***Works in Progress***

Design works completed and ready to be issued for construction. Works to commence in February 2018 after IronMan and school holidays and to be completed in April 2018.

Project Risks

Unexpected construction issues not identified in the design causing delays to half IronMan in May 2018. Risk is currently low for this issue.

Project Name – S0068 Georgiana Molloy Bus Bay Facilities**Project Budget \$200,000****Financial information**

Job	Budget	YTD Actual	Commitments	Project Balance	Status
S0068 Georgiana Molloy Bus Bay Facilities	\$200,000	\$390	\$0	\$199,610	Ongoing

Project Scope

Funding provided by State Government via Libby Mettam MLA to assist with congestion associated with School busses around the GMAS School during pick up and drop off.

Progress Report**Works in Progress**

Numerous designs have been completed to assist Georgiana Molloy Anglican School (GMAS). The City prefers that all works associated with this project are accommodated on the school land. GMAS disagree and wish to have bus infrastructure on the City's road reserve. City officers will be consulting local residents to determine a preferred option, as City officers are concerned that options preferred by the school will have community opposition. Consultation will occur over November 2017. On the basis that an agreed design can be finalised, works will occur over the Easter school holidays.

Project Risks

Detailed design cannot be finalised, on this basis the funds would be returned to the RRG funding pool.

Project Exceeds budget. On this basis the school will be requested to fund the balance.

Project Name – V0002	Busselton	Dunsborough	Traffic	Implementation	Works
Project Budget					\$2,325,000

Financial information

Job	Budget	YTD Actual	Commitments	Project Balance	Status
V0002 Busselton Dunsborough Traffic Implementation Works	\$2,325,000	\$0	\$0	\$2,325,000	Ongoing

Project Scope

Funding has been provided for all elements of Busselton Dunsborough Traffic Implementation Works (Traffic study) noting that the predominant action for this funding is the construction of the Eastern Link, connecting Causeway Road to Peel Terrace via a bridge from Rosemary Drive/Causeway Road to Peel Terrace (between Stanley Place and Cammilleri Street). This link road will provide East Busselton and Geographe-bound traffic with a more direct route.

Indicative estimated cost \$3.8M *This project costing excludes potential land acquisition, relocation of services, draining and landscaping*

Progress Report

Works in Progress

The City has received a grant from the federal bridge renewal program of \$1.25 million towards the construction of the bridge spanning the Vasse River.

The bridge design, roundabout design (Rosemary, Causeway and Eastern Link Connection) and Peel terrace design is in the detailed Design Phase. The design of these works has been completed and is currently being reviewed by City staff. On receipt of the final design the works, predominantly for the eastern link bridge and Causeway Road roundabout will be put out to tender. It is likely that works on the bridge portion of the works will only be able to commence after the winter of 2018, noting that prior to this works on Peel Terrace and on Causeway Road and portions of the Eastern Link can be completed in stages.

The environmental approval for the new Eastern Link Bridge is currently underway and has been submitted for approval to EPA. Although it is expected that a determination by the EPA could be with the City in January 2018, this determination can take up to three months.

City officers are currently in negotiation with Guides WA and Scouts WA to determine the most appropriate way of relocating their facilities, which are currently located on the land where the new road works (roundabout) will be located. The relocation was finalised in January 2018.

Consultation on these works has commenced and meetings have been held with the general public, specific resident and stakeholders during November and December 2017.

Full details of the project has also been advertised in the local press, project hand-outs have also been developed and is available in the Admin building front desk.

Information is also available on the City's External website and the "Council's "Have Your Say" website.

Project Risks

Full Project Budget is currently insufficient however the City's Long Term Financial Plan (LTFP) provides a mechanism by which funds can be sourced via reallocation of part of the Waste Levy. To be further reviewed in Feb/March 2018 LTFP review.

Project delayed by the relocation of Guides WA and Scouts WA

Project delayed by EPA approvals.

Current Progress – Narrow Seal Rural Roads

Rural single lane seal roads were first identified as a priority area within the 2013 Roads Asset Management Plan. Along with the adoption of the Plan, staff presented a report to the Council on the condition assessment and renewal program for rural single lane seal roads.

The report outlined that a large amount of road improvements were carried out in the 1960s, when State and Federal Government funding was made available to seal lengths of existing gravel roads. A majority of these roads were sealed to a width of 3.7m, which was deemed adequate at the time, but no longer conforms to current road width standards.

The result of this work carried out in the 1960's was that the City now had some eighty two kilometers of rural single lane seal roads with an average seal age of twenty one years and nearing the end of its useful life. Twenty five years being the predicted average useful life for a seal within the City of Busselton.

The report also noted that maintenance costs on these narrow seal roads were indicatively very high, as both the seal edges and the gravel shoulders wear out more than on full width sealed roads. This is on the basis that the shoulders on the narrow seal roads get exposed to more traffic.

The Plan provided detail on the rural single lane seal roads and identified a priority list of roads; considered to be the most essential for renewal works within the first ten years of the plan. These priorities were based on location and linkage provided within the overall network, traffic volumes, school bus routes, tourism factors and condition.

The roads listed as priority roads in 2013 were; Boallia Road, Hairpin Road, North Jindong Road, Tom Cullity Drive, Puzey Road, Yelverton Road and Wonnerup South Road. Works to Abbays Farm Road were already in progress and therefore not required to be included in the priority list.

Single lane Seal sections of Yoongarillup, Chapman Hill and Don Road have since been added to this list on the basis of providing network linkage in line with the other priority roads. These were added during the 2015 review.

Table 1 shows the list of priority rural single lane seal roads as it stood in 2015. Some of these roads have since been renewed. This is outlined in Table 3, below.

Table 1: 2015 Priority Rural Single Lane Seal Roads

Road Name	Priority Sections of Single Lane Seal Km (2015)
Tom Cullity Drive	1.9
Puzey Road	4.5
Yelverton Road	4.7
North Jindong Road	4.4
Yoongarillup Road	3.1
Boallia Road	5.3
Wonnerup South Road	5.0
Hairpin Road	5.1
Chapman Hill Road	1.6
Don Road	1.9
Total Kilometers	37.5

The remainder of the rural single lane seal roads are shown in Table 2. These will also be required to be renewed over time however; will be subject to further assessment before this happens. These remaining roads are generally lower traffic roads with less strategic importance than those listed as priority roads. It is anticipated that the works to renew these, whilst including some level of upgrade works, will also include like for like renewal and rationalisation.

Like for like renewal may involve simply replacing the narrow seal with a new narrow seal and rationalisation could mean returning the road back to a gravel (unsealed) surface. The option of returning the road back to gravel would require some level of consultation with affected landowners before it can be undertaken.

It should also be noted here that once the priority roads are completed, the targeted and prioritised renewal of these narrow roads will cease. This will mean that all works to the remainder of the rural single lane seal roads (Table 2, below) will be assessed and prioritised against all other proposed road renewal projects. An outcome of this may be that these roads are not renewed at the same rate as the priority roads.

Table 2 Remainder of Rural Single Lane Seal Roads

Road Name	Length of Single Lane Seals (km)
Kaloorup Road	3.03
Sugarloaf Road	2.45
Wildberry Road	0.24
Dawson Drive	0.24
Wonnerup East Road	3.73
Capel - Tutunup Road	3.36
Floodgate Road	0.70
Old Vasse Highway	1.25
Marybrook Road	0.95
Chambers Road	0.95
Florence Road	0.11
Blythe Road	1.95
Yalyalup Road	1.98
Henry Road	1.54

Oates Road	0.82
Gale Road	5.57
Willanup Rise	0.30
Princefield Road	5.86
Yallingup Siding Road	0.41
Doyle Road	1.13
Slee Road	0.82
Nuttman Road	2.23
Injidup Spring Road	0.32
Downs Road	1.60
Total Kilometers	41.50

Subsequent works programs since the 2015 review have seen a reduction in the total kilometers of priority narrow seal roads. Table 3 shows the anticipated remaining kilometers at the conclusion of the 2017/18 Capital works program which will see 4.7km of narrow seal for Yelverton Road renewed.

Table 3: 2019 Priority Rural Single Lane Seal Roads

Road Name	Priority Sections of Single Lane Seal Km (2015)	Works Completed 2015/16 – 2017/18Km	Remaining Kms at Conclusion of 2017/18
Miamup Road	0.45	0.45	0
Tom Cullity Drive	1.9	1.9	0
Puzey Road	4.5	4.5	0
Yelverton Road	4.7	4.7	0
North Jindong Road	3.1	0	3.1
Yoongarillup Road	4.4	0	4.4
Boallia Road	5.3	0	5.3
Wonnerup South Road	5.0	1.10	5.0
Hairpin Road	5.1	0	5.1
Chapman Hill Road	1.6	0	1.6
Don Road	4.9	0	4.9
Total Kilometers	37.5	11.1	26.4

The total 11.1km of reconstruction was undertaken at a total cost of approximately \$3.9M and will leave 26.4km of priority narrow seals remaining. During this period also other works have been undertaken to roads outside of the priority narrow list. These have been risk reduction works to Capel-Tutenup Road \$121,000 for the reconstruction of a dangerous and extremely poor condition junction used by school buses. In addition was the reconstruction and widening works to Miamup Road, at a cost of \$220,000. Miamup Road was handed to the City as a donated asset following a review of roads within the LGA boundaries; unfortunately a large section of this was immediately added to the priority single lane rural seals. These works were most economically completed by reconstructing together with Tom Cullity Rd - which adjoins it.

During this time the City has also upgraded a large section of Carter Road for \$381,000. By sealing this previously unsealed road, the City has improved safety and reduced the whole of life costs to maintain this busy section of road.

The works undertaken to the priority narrow seals have also subsequently reduced the overall distance of narrow seal rural roads. The total will be reduced from eighty two kilometers down to around seventy one kilometers at the conclusion of the 2017/18 financial year.

Chart 1 Overall Narrow Seal Roads Distance by Condition

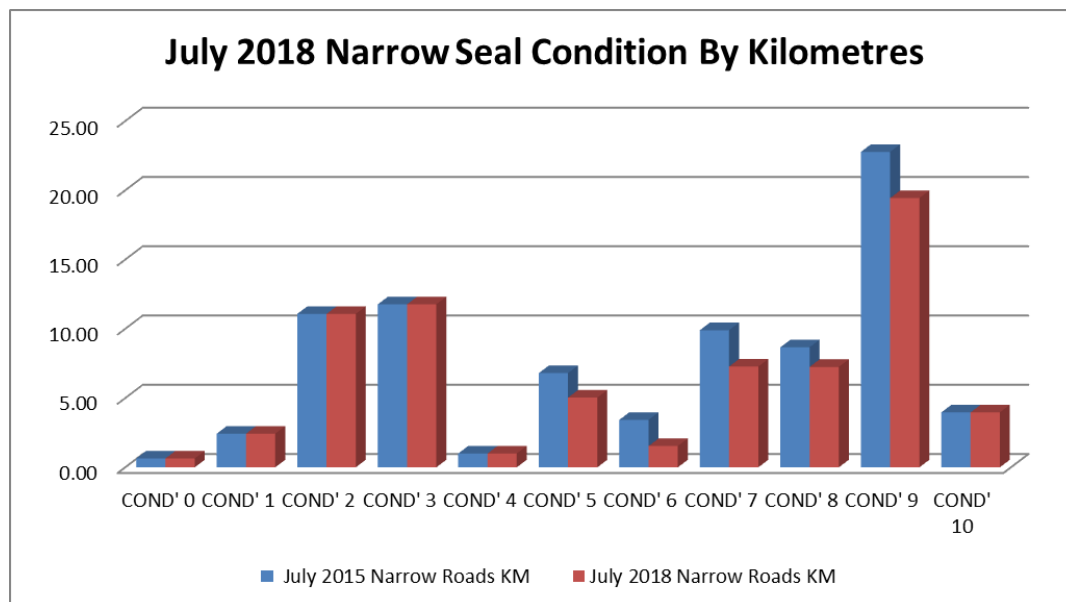


Chart 1 illustrates the spread of condition ratings and how they have reduced over time. As the chart shows, the reductions have occurred from condition five through to condition nine. In the normal course of events you would expect that the reductions would work from condition ten, nine and downwards -essentially reducing the worst condition first.

The scheduling of the works takes into account other factors in addition to condition. These factors include safety issues (mixed width seals, edge condition etc.), traffic (vehicles per day, school bus and heavy traffic routes etc.) and factors for tourism and network linkages. These factors will, from time to time, alter the priority over and above condition; however the end goal of reducing the total kilometers of narrow roads remains the same.

Also as noted above, as the program progresses there will also be consideration for some roads to be returned to gravel or renewed in another manner that reflects their current usage of strategic importance.

Table 4 Narrow Roads Changes in Condition Ratings over Time

	COND' 0	COND' 1	COND' 2	COND' 3	COND' 4	COND' 5	COND' 6	COND' 7	COND' 8	COND' 9	COND' 10	Total
July 2015 Narrow Roads KM	0.64	2.43	11.08	11.77	1.00	6.80	3.42	9.90	8.66	22.77	3.967	82.44
July 2018 Narrow Roads KM	0.64	2.43	11.08	11.77	1.00	5.03	1.53	7.27	7.25	19.44	3.965	71.40
	0	0	0	0	0	-1.77	-1.89	-2.63	-1.41	-3.34	-0.002	-11.04
						Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease

The largest reduction in condition rating has occurred in condition nine with 3.34km being renewed. The second highest was condition seven at 2.63km. The other reductions were spread amongst conditions eight, six and five.

Indicative delivery of the projects are as follows:

				2018/19 Forecast	2019/20 Forecast	2020/21 Forecast	2021/22 Forecast	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast
36. Asset Management Plan - Roads Construction (Muni and Reserve)				3,290,000	3,402,000	3,518,800	3,640,000	3,870,000	3,910,000	3,955,000	4,000,000	4,120,000
		Annual resheets unsealed roads and shouldering		450,000	460,000	460,000		470,000	480,000	480,000	500,000	500,000
		Yoongarillup Rd (rural widening)		800,000	800,000	800,000						
		Sugarloaf rd (upgrade reconstruct)		700,000								
		North Jindong (rural widening)						780,000	800,000			
		Capel Tutenupp (rural widening)				800,000	500,000					
		Wonnerup South Rd (rural widening)								800,000	800,000	500,000
		Boallia Rd (rural widening)							1,000,000	800,000		
		Hairpin Rd (rural widening)					750,000	750,000				

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

F1802/016

Moved Councillor J McCallum, seconded Councillor C Tarbotton

That the Council note the Asset Management Report for January 2018.

CARRIED 5/0

10.10am At this time the Director of Engineering and Work Services and the Asset Coordinator left the meeting.

Note: In order to accommodate the officers in attendance in relation to item 6.4, the Committee agreed to deal with item 6.4 on the agenda as the next item of business.

6.4 BUDGET AMENDMENT REQUEST

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Finance and Corporate Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

10.11am At this time the Environmental Planning Coordinator entered the meeting.

PRÉCIS

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the Officers recommendation will result in no change to the City's current Amended Budgeted Surplus Position of \$0.

It will however result in a reduction to the City's "Budget Surplus Contingency Holding Account" from \$68,209 to \$53,805 (by \$14,404).

BACKGROUND

Council adopted its 2017/2018 Municipal Budget on Wednesday, 26 July 2017 with a balanced Budget position.

Since this time Council has been advised of certain funding changes that have impacted the original Budget and Council is now being asked to consider Budget Amendments for the following Key Areas/Projects:

1. "Water Sensitive Urban Design – Centurion Way Detention Basin to Living Stream Projects"

BACKGROUND

The City has been successful in securing \$28,164 from the South West Catchment Council (SWCC) for improving the function of a storm water detention basin located near Centurion Way West Busselton.

The Centurion Way detention basin was constructed approximately 30 years ago and during the winter period the basins attenuation function is limited as the basin is readily inundated with little or no treatment of stormwater prior it's to disposal to the conservation category New River wetlands.

PLANNED EXPENDITURE ITEMS

Design and construct a stilling basin for settlement of suspended solids, installation of gross pollution trap, nutrient removal, revegetation and installation of interpretive signage to demonstrate the values of urban wetlands for biodiversity and water quality.

Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following funding changes, shown in Table 1.

Table 1:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Revenue				
421-D0018-1215	SWCC – Centurion stormwater grant	0	(28,164)	(28,164)
Expenditure				
421-D0018-3280	SWCC – Centurion stormwater expenditure	0	21,500	21,500
421-10850-3498	SWCC – Centurion stormwater expenditure	0	6,664	6,664
	Net Total	0		0

PROPOSED OUTCOME

Improved function of a storm water detention basin located near Centurion Way West Busselton.

2. “Protection of conservation significant roadside vegetation”

BACKGROUND

The City has secured \$18,000 from the State NRM community action grant program for the protection of four sections of conservation significant road side vegetation (Edwards Road, Princefield Road, Kolhagen Road and Price Road) which include a State and Commonwealth listed endangered vegetation community, six Commonwealth listed flora and eight recorded State listed priority flora species.

PLANNED EXPENDITURE ITEMS

The key activities include fencing, weed and feral animal control, seed collection of rare flora and revegetation. The State NRM community action grant program requires the involvement of community environmental volunteers as appropriate, to undertake some of the planned activities.

The following amendments shown below in Table 2 are being sought for approval.

Table 2:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Revenue				
421-10850-1239	State NRM roadside vegetation grant	(22,550)	(18,000)	(40,550)
Expenditure				
421-10850-3280	State NRM community action expenditure	93,500	11,600	105,100
421-10850-3498	State NRM community action expenditure	28,770	6,400	35,170
	Net Total	99,720	0	99,720

PROPOSED OUTCOME

Protection of four sections of conservation significant road side vegetation (Edwards Road, Princefield Road, Kolhagen Road and Price Road)

3. “Water Management Plan community consultation”

BACKGROUND

The City is currently preparing water management plans for the Lower Vasse River and Toby Inlet as part of a State Government initiative to improve water quality, waterway health and management of Geographe Waterways in the City of Busselton district. The Department of Biodiversity Conservation and Attractions (DBCA) is also concurrently preparing a management plan for the Vasse-Wonnerup wetlands.

Funding for community consultation to assist the preparation of the waterway management plans has been provided to the City under the Vasse Geographe R4R funding program and is identified within Councils 2017/18 Budget.

PLANNED EXPENDITURE ITEMS

Part of the City’s community consultation process is being carried out in partnership with the DBCA which includes a joint Aboriginal heritage cultural values study and ethnographic study for the Lower Vasse River, Toby Inlet and the Vasse-Wonnerup wetlands. The purpose of this proposed budget amendment is to include a 50% contribution from DBCA for this study as revenue and corresponding expenditure in Council’s 2017/18 Budget.

The following amendments shown below in Table 3 are being sought for approval.

Table 3:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Revenue				
421-10830-1239	Environmental Management Administration Operating grants	(58,627)	(6,920)	65,547
Expenditure				
421- 10830-3280	Environmental Management Administration Consultancy	90,890	6,920	97,810
	Net Total	32,263	0	32,263

PROPOSED OUTCOME

A joint Aboriginal heritage cultural values study and ethnographic study for the Lower Vasse River, Toby Inlet and the Vasse-Wonnerup wetlands.

4. “Funding Request for the Library Consortia”

BACKGROUND

The City is a member of “The Library Consortia, consisting of 12 members, which has been in place now for over a year.

As a group, the Consortia have made remarkable savings in divesting of in-house library software systems and moving to a cloud-based solution. It is estimated that the City of Busselton saved over \$60k on purchase and implementation of new software, Library Management System (LMS), to replace the former AMLIB solution which was no longer being developed.

The ongoing success of the project has increased the growth of library membership and therefore the workload associated with maintaining the system.

Libraries are becoming increasingly aware of new functionality much of which would have a beneficial service impact on patrons.

The Consortia have advised they need a dedicated resource to not only manage day to day issues but to assist in deploying those new features. The Consortia is requesting a contribution of \$14,404 from the City of Busselton; the full costs, \$61,575, of the proposal is to be share across the 12 members Costs on the basis of population. The resource is likely to be placed at one of the larger two libraries - Bunbury or Busselton.

PLANNED EXPENDITURE ITEMS

The City would make a contribution to the Library Consortia of \$14,404, with the following amendments shown below in Table 4 being sought for approval.

Table 4:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
100-10001-3680	Budget Surplus Contingency Holding Account	68,209	(14,404)	53,805
233- 10380-3295	Library Services - Other Computing Costs	0	14,404	14,404
Net Total		68,209	0	68,209

PROPOSED OUTCOME

Provide financial support to the Library Consortia which in turn will enhance patrons experience, address duplication across the 12 member Local Governments, provide dedicated support to member Local Governments and develop and maintain a website to assist patrons to better use the new LMS.

5. “Recognition of Income”

BACKGROUND

During July 2016 a one in twenty year rain event damaged both Princefield and Coopers Road.

At that time a Claim was made through MRWA for reimbursement of expenditure under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) program this was however rejected as it was not a declared event, causing somewhat localised damage and not to the value required for it to be declared.

Notwithstanding the above City Officers have pursued a reinstatement reimbursement from Main Roads via an alternative “Supplement Funding” pool based on the following:

“Based on the 72 hour storm duration and rainfall recordings as Vasse Highway CB3 gauge the Annual Recurrent Interval (ARI) of the storm event is greater than a 20 year ARI and thus is considered an abnormal rain event as per the Agreement.”

The amount of \$36,274 excluding GST has subsequently been secured.

PLANNED EXPENDITURE ITEMS

As Municipal Road Funds would have been utilised in 2016 it is proposed to return the amount approved to the Road Maintenance Budget, with the following amendments shown below in Table 5 being sought for approval.

Table 5:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
541-M9999-1239	Road Maintenance – Operating Grants	0	(36,274)	(36,274)
541-M9999-3280	Road Maintenance – Contractors	140,000	36,274	176,274
Net Total		140,000	0	140,000

PROPOSED OUTCOME

Recognition of income and return of funds to Road Maintenance.

6. “Youth Community Activities Building (Y CAB)”

BACKGROUND

With the recent opening of the Youth Community Activities Building (Y CAB) on the foreshore, it is appropriate to establish its own set of operating budget provisions. At the present time, budget provisions have been created and funded in the general Community Development area.

PLANNED EXPENDITURE ITEMS

This budget adjustment creates specific operating income and expenditure accounts for the Y CAB where none previously existed. Budgets have been redirected from the Community Development area, with the following amendments shown below in Table 6 being sought for approval.

Table 6:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
330-B1361-3001	Y CAB - Salaries	0	30,000	30,000
330-B1361-3413	Y CAB – Youth Services Program	0	13,350	13,350
330-10530-1751	Community Development – Sundry Income	0	(10,000)	(10,000)
330-10530-3001	Community Development – Salaries	313,400	(20,000)	293,400
330-10530-3260	Community Development – Consultancy	23,350	(13,350)	10,000
Net Total		336,750	0	336,750

PROPOSED OUTCOME

Reallocation of Funds to specific Y CAB activity.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

RELEVANT PLANS AND POLICIES

There are multiple Plans and Policies that support the proposed Budget Amendments.

FINANCIAL IMPLICATIONS

Budget amendments being sought will result in no change to Council’s Budget Surplus position of \$0.

Long-term Financial Plan Implications

N/A

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.1 - ‘Governance systems, process and practices are responsible, ethical and transparent’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

There is a risk to the City, as there is with all projects undertaken, that the final cost could exceed budget. If this looks to be the case Council will be notified so a suitable offset / project scope back can be identified.

CONSULTATION

Consultation has occurred with the appropriate City of Busselton officers.

OFFICER COMMENT

The Officer commends the requested Budget Amendment to the Finance Committee for consideration and recommendation to Council.

CONCLUSION

Council’s approval is sought to amend the budget as per the details contained in this report. Upon approval the proposed works will be planned, organised and completed.

OPTIONS

The Council could decide not to go ahead with any or all of the proposed budget amendment requests.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, the associated budget amendment will be processed within a month of being approved.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

F1802/017 Moved Councillor J McCallum, seconded Councillor C Tarbotton

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Finance Committee recommends to Council endorsement of the Requested Budget Amendments contained within this report, resulting in no change to an Amended Budgeted Surplus Position of \$0; noting that the City’s “Budget Surplus Contingency Holding Account” would reduce from \$68,209 to \$53,805 (by \$14,404).

CARRIED 5/0

10.24am At this time the Manager of Community Services and the Environmental Planning Coordinator left the meeting.

Note: At this point the Committee returned to item 6.2 in sequence with the agenda.

6.2 FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 JANUARY 2018

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A FINANCIAL ACTIVITY STATEMENT PERIOD ENDING 31 JANUARY 2018⇒ Attachment B INVESTMENT REPORT PERIOD ENDING 31 JANUARY 2018⇒

PRÉCIS

Pursuant to Section 6.4 of the Local Government Act ('the Act') and Regulation 34(4) of the Local Government (Financial Management) Regulations ('the Regulations'), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the City's financial performance in relation to its adopted/ amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 31 January 2018.

BACKGROUND

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis; and are to include the following:

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates
- Material variances between budget estimates and actual revenue/ expenditure/ (including an explanation of any material variances)
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position)

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 26 July 2017, the Council adopted (C1707/163) the following material variance reporting threshold for the 2017/18 financial year:

"That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2017/18 financial year as follows:

- *Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported on a quarterly basis; and*
- *Reporting of variances only applies for amounts greater than \$25,000."*

STATUTORY ENVIRONMENT

Section 6.4 of the Local Government Act and Regulation 34 of the Local Government (Financial Management) Regulations detail the form and manner in which a local government is to prepare financial activity statements.

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

Any financial implications are detailed within the context of this report.

Long-term Financial Plan Implications

Any financial implications are detailed within the context of this report.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.1 - ‘Governance systems, process and practices are responsible, ethical and transparent’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

Risk assessments have been previously completed in relation to a number of ‘higher level’ financial matters, including timely and accurate financial reporting to enable the Council to make fully informed financial decisions. The completion of the monthly Financial Activity Statement report is a control that assists in addressing this risk.

CONSULTATION

Not applicable

OFFICER COMMENT

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the City’s overall financial performance on a full year basis, the following financial reports are attached hereto:

- Statement of Financial Activity

This report provides details of the City’s operating revenues and expenditures on a year to date basis, by nature and type (i.e. description). The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the City’s net current position; which reconciles with that reflected in the associated Net Current Position report.

- Net Current Position

This report provides details of the composition of the net current asset position on a full year basis, and reconciles with the net current position as per the Statement of Financial Activity.

▪ Capital Acquisition Report

This report provides full year budget performance (by line item) in respect of the following capital expenditure activities:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment
- Infrastructure

▪ Reserve Movements Report

This report provides summary details of transfers to and from reserve funds, and also associated interest earnings on reserve funds, on a full year basis.

Additional reports and/or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

COMMENTS ON FINANCIAL ACTIVITY TO 31 January 2018

The Statement of Financial Activity for the period ending 31 January 2018 shows a better than expected Net Current Position (Surplus) of \$17.695M being \$14.77M more than Year to Date Budget.

The following summarises the major variances in accordance with *Council's adopted material variance reporting threshold* that collectively make up the above difference:

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
	\$	\$	\$	%	\$
Revenue from Ordinary Activities	60,386,753	59,715,406	66,349,855	1.12%	671,347
Expenses from Ordinary Activities	(39,642,926)	(41,631,225)	(68,676,967)	4.78%	1,988,299
					0
					0
Non-Operating Grants, Subsidies and Contributions	6,602,056	15,493,673	43,437,175	-57.39%	(8,891,617)
Loss on Asset Disposals	(491,278)	(5,100)	(6,252)	9532.90%	(486,178)
					0
Capital Revenue & (Expenditure)					0
Land & Buildings	(3,507,061)	(12,080,425)	(16,556,693)	70.97%	8,573,364
Plant & Equipment	(1,095,100)	(2,651,944)	(4,279,400)	58.71%	1,556,844
Furniture & Equipment	(324,225)	(624,370)	(830,212)	48.07%	300,145
Infrastructure	(19,169,463)	(33,716,482)	(60,472,821)	43.15%	14,547,019
Proceeds from Sale of Assets	283,593	337,150	635,150	-15.89%	(53,557)
Proceeds from New Loans	110,000	10,110,000	10,110,000	-98.91%	(10,000,000)
Advances to Community Groups	(110,000)	(260,000)	(260,000)	57.69%	150,000
Transfer to Restricted Assets	(1,820,044)	(360,501)	(625,751)	-404.87%	(1,459,543)
Transfer from Restricted Assets	11,355,871	7,354,556	27,808,739	54.41%	4,001,315
Transfer to Reserves	(8,371,580)	(10,636,909)	(16,285,572)	21.30%	2,265,329
Transfer from Reserves	1,560,543	1,146,659	19,921,964	36.09%	413,884

Operating Revenue:

Revenue from ordinary activities is \$671K more than expected when compared to Year to Date (YTD) Budget with the following items meeting the material variance reporting threshold set by Council for the 2017/2018 Financial Year.

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
	\$	\$	\$	%	\$
Revenue from Ordinary Activities					
Other Revenue	323,514	237,482	416,167	36.23%	86,032
Interest Earnings	1,634,174	1,320,081	2,262,996	23.79%	314,093

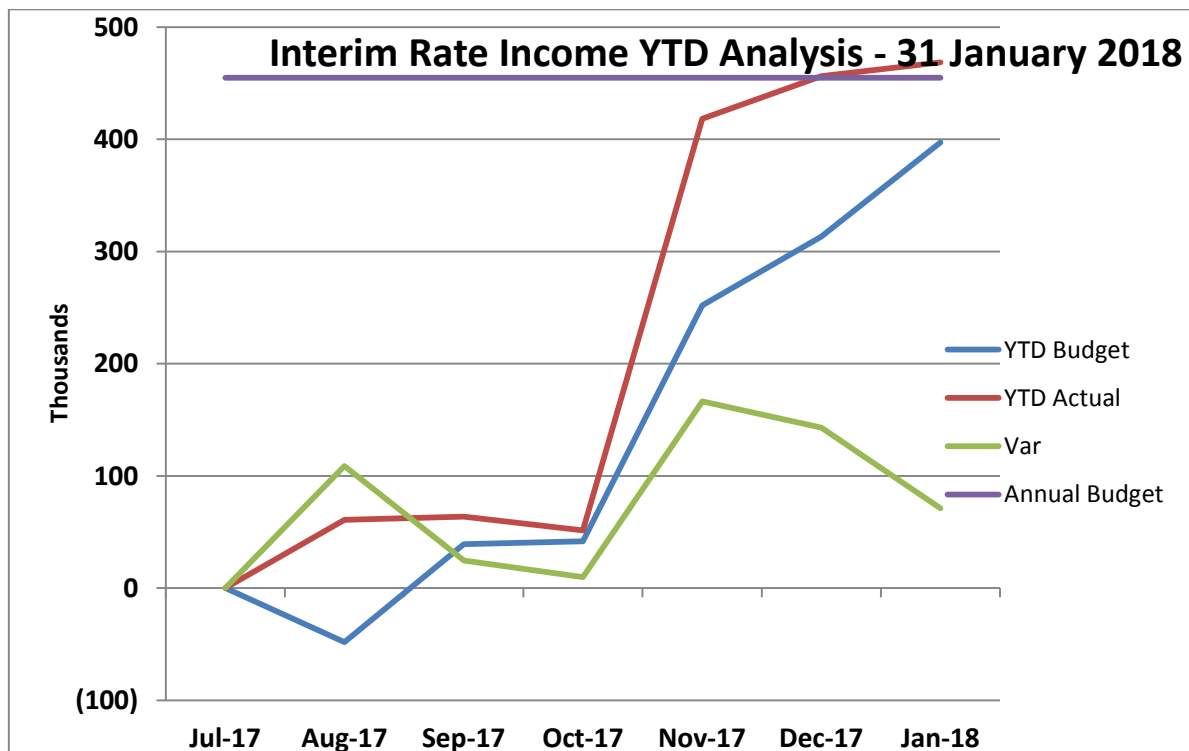
The items predominately impacting the above “Other Revenue” performance is CLAG (Contiguous Local Authority Group) Funding in the amount of \$48K, this item is to be transferred to Trust and Sale of Scrap Materials \$44K.

Interest earnings on Reserves and Restricted funds are currently ahead of YTD Budget in the amount of \$214k with \$103k in Rate Instalment interest currently ahead of YTD Budget, this second item is a timing difference only and it is also expect that Interest earnings on Reserves and Restricted funds will reduce in the coming months as funds are further drawn down to finance Capital projects contained within the City’s 2017/2018 Budget.

The Officer notes that the above positive performance of “Other Revenue” and “Interest Earnings” is added to by a positive collective performance of \$271k for Rates, Operating Grants and Subsidies, and Fees and Charges; these items fall below the Material Variance reporting thresholds. The above variations are considered to be that of a timing difference at this stage of the Budget Year with the exception of Rate Revenue which is expected to be a permanent variation. This permanent variation will be the subject to the Mid Term Budget Review which is anticipated to be placed before the Finance Committee and Council in the Month of February/March.

Interim Rates:

Officers continue to monitor Interim Rating Income levels and present the following information noting that the YTD Budget has already been achieved; This permanent variation will be the subject to the Mid Term Budget Review which is anticipated to be placed before the Finance Committee and Council in the Month of February/March:



Operating Expenditure:

Expenditure from ordinary activities is \$1.988M less than expected when compared to Year to Date (YTD) Budget with the following items meeting the material variance reporting threshold set by Council for the 2017/2018 Financial Year.

Description	2017/2018 Actual	2017/2018 Amended Budget YTD	2017/2018 Amended Budget	2017/18 YTD Bud Variance	2017/18 YTD Bud Variance
Expenses from Ordinary Activities	\$	\$	\$	%	\$
Materials & Contracts	(8,662,536)	(10,017,884)	(16,832,737)	13.53%	1,355,348
Utilities (Gas, Electricity, Water etc)	(1,287,156)	(1,505,918)	(2,580,822)	14.53%	218,762
Allocations	871,099	993,225	1,996,270	12.30%	(122,126)

Materials and Contracts:

The main items affected are listed below, at this stage these variances are considered to be that of a timing nature:

Cost Code	Cost Code Description / GL Activity	YTD Variance
<u>Finance and Corporate Services</u>		
10251	Business Systems	149,239.84
	Subtotal	149,239.84
<u>Community and Commercial Services</u>		
10530	Community Services Administration	30,568.45
10591	Geographe Leisure Centre	58,201.45
10600	Busselton Jetty Tourist Park	92,530.43
10635	Regional Centres Program	60,000.00
11151	Airport Operations	(45,185.20)
	Subtotal	196,115.13
<u>Planning and Development Services</u>		
10820	Strategic Planning	104,617.38
10830	Environmental Management Administration	86,978.72
10925	Preventative Services - CLAG	63,996.40
11170	Meelup Regional Park	62,840.73
	Subtotal	318,433.23
<u>Engineering and Works Services</u>		
11101	Engineering Services Administration	39,943.69
11106	Street Lighting Installations	82,326.00
11108	Rural Intersection (Lighting) Compliance	26,250.00
11160	Busselton Jetty	327,089.01
12600	Street & Drain Cleaning	29,129.22
A6004	Pedestrian Bridge (Port Geographe)	52,500.00
A9999	Miscellaneous Bridge Maintenance	76,753.17
B1000	Administration Building- 2-16 Southern Drive	(48,760.66)
B1514	Asbestos Removal & Replacement	43,750.00
C8500	Cycleways Maintenance Busselton	(25,924.67)
G0010	Domestic Recycling Collections	119,160.89
G0030	Busselton Transfer Station	42,130.21
G0032	Rubbish Sites Development	54,201.00
G0042	BTS External Restoration Works	131,426.04
M9995	Roller & Grader Hire	(33,211.49)
M9996	Roads Sundry Overhead/Consumables	(94,578.55)
M9998	Street Side Spraying Urban Areas	(27,168.50)
M9999	Road Maintenance Bal Of Budget	194,164.00

R0004	Bsn Foreshore Precinct (not including Skate Park)	(120,606.47)
R0700	Dunsborough Oval and Skate Park	(52,522.23)
R0850	Streetscape Medians & Trees (Kealy)	(42,178.46)
	Subtotal	773,872.20
5280	Transport - Fleet Management Subtotal	112,571.66

Utilities:

With over 364 individual accounts at a better than expected result of \$1.29M, a favourable position of \$218K is considered likely to be a timing difference at this stage of the reporting year with the one exception being the City's Administration Building which is currently tracking \$21k below YTD Budget and is considered to be a permanent variation. This permanent variation will be the subject to the Mid Term Budget Review which is anticipated to be placed before the Finance Committee and Council in the Month of February/March.

Allocations:

Allocations are running \$122k under YTD Budget; these items are an internal allocation of administrative costs from the Finance and Corporate Services division.

Non-Operating Grants, Subsidies and Contributions:

Non-Operating Grants, Subsidies and Contributions are less than YTD Budget by \$8.89M with the main item impacting on the above result is the timing of the receipt of "Airport Development - Project Grant" with a current negative result of \$9.14M; this is a timing difference in nature only and is offset with the level of current expenditure for this project.

Capital Expenditure

As at 31 January 2018, there is a variance of -50.9% or -\$24.97M in total capital expenditure with YTD Actual at -\$24.09M against a YTD Budget of -\$49.07M; with the table below showing those categories exceeding the 10% material variance threshold. The Airport Development makes up for \$12.85M or 51.3% of the overall variance which also assists in explaining the above current YTD shortfall in Non-Operating Grants.

Description	2017/18 Budget YTD Variance
Land	
Property Services Administration	● (50,000)
Parking Control	● (1,525,000)
Dunsborough - Commonage Road Oval	● (1,600,000)
Major Project - Busselton Foreshore	
Foreshore East-Youth Precinct Community Youth Building/SLSC	● (35,387)
Major Project - Administration Building	
Civic and Administration Centre Construction	● (177,747)
Buildings (Other)	
Ambergate Bushfire Brigade Shed	● (71,932)
GLC - Pool Relining	● (120,559)
GLC - Plant Room	● (60,142)
Performing Arts Convention Centre	● (50,000)
Vasse Community Recreation Precinct	● 33,115
Airport Terminal Stage 2	● (4,800,501)
Bsn Jetty Tourist Park Home	● (110,869)
Plant & Equipment	
Finance & Corporate Services Support	● 49,161
Community & Commercial Services Support	● (50,000)
Property Services Administration	● (35,000)
Statutory Planning	● 30,113
Animal Control	● (60,872)
Transport - Workshop	● (43,278)
Plant Purchases (P10)	● (1,313,344)
Plant Purchases (P11)	● (44,662)
Plant Purchases (P12)	● (90,397)
Furniture & Office Equipment	
Information & Communication Technology Services	● 43,810
Business Systems	● (75,896)
Cultural Planning	● (32,000)
Administration Building- 2-16 Southern Drive	● (91,050)
YCAB (Youth Precinct Foreshore)	● (46,827)
Major Project - Busselton Foreshore	
Busselton Foreshore - Stage 3	● 1,072,585
Busselton Tennis Club - Infrastructure	● (1,494,426)
Busselton Foreshore Stage 3: Toddler's Playground	● (108,755)
Busselton Foreshore Jetty Precinct	● (477,495)
Barnard Park Pavillion Landscaping	● 60,157
Major Project - Administration Building	
Administration Building Carpark	● (100,995)
Footpaths Construction	
Dunsborough Lakes Drive to N.C.C.	● (90,861)
Bussell Highway Footpath Sections	● (227,395)
Milward Street – Ford Road to Cookworthy Street	● (32,694)
Armitage Drive Footpath - Navigation Way to Avocet Boulevard	● (35,870)
Vasse Bypass Road Footpath	● (63,995)
Drainage Construction - Street	
Valley Road Drainage Upgrade	● (152,837)
Vasse Highway Drainage Works	● 30,917
Chain Avenue - Drainage Works	● (31,452)
Bridges Construction	
Queen Street Bridge 0240A	● (168,000)
Cycleways Construction	
Busselton Bypass - Country Road Footpath	● (131,350)
Townscape Construction	
Queen Street Upgrade - Duchess to Kent Street	● (71,647)
Dunsborough Road Access Improvements Stage 1	● (335,354)

Description	2017/18 Budget YTD Variance
Boat Ramps Construction	
Port Geographe Boat Trailer Parking Layout Redevelopment	● (96,561)
Beach Restoration	
Sand Re-Nourishment	● 50,653
Parks, Gardens & Reserves	
Rails to Trails	● (87,936)
Vasse Community & Recreation Precinct - AFL Oval Stage 1	● (25,125)
Dunsborough Town Centre	● (51,745)
Administration Building Landscaping Works	● 239,620
Port Geographe - Burgee Close (Western Side of Bridge)	● (55,250)
Port Geographe - Reticulated POS at Layman Rd R/About	● (146,062)
Port Geographe - Reticulation Upgrade Scheme to Bore Water	● (196,137)
Foreshore - Irrigation Renewal	● (35,364)
Vasse River Foreshore - Bridge to Bridge project Stage 1	● (43,550)
Advanced Bore Monitoring Equipment	● (58,331)
Vasse Newtown - AFL Oval Stage 2	● 91,535
Sanitation Infrastructure	
New Cell Development	● (297,806)
Transfer Station Development	● (45,123)
Site Rehabilitation - Busselton	● (379,244)
Airport Development	
Airport Construction Stage 2, Landside Civils & Services Inf	● (4,329,498)
Airport Construction Stage 2, Noise Management Plan	● (178,728)
Airport Construction Stage 2, Airfield	● (1,532,521)
Airport Construction Stage 2, External Services	● (1,415,784)
Airport Construction Stage 1B, Jet Fuel	● (358,750)
Airport Development - Project Expenses	● (194,095)
Main Roads	
Strelly Street	● (291,772)
Layman Road	● 138,959
Peel Terrace	● (609,119)
Queen Street	● (121,004)
Layman Road - Reconstruction Between 3250 and 6190	● (354,530)
Georgiana Molloy Bus Bay Facilities	● (199,610)
Koorabin Drive - Reseal	● (146,417)
Roads to Recovery	
Chapman Hill Road	● 25,563
Puzey Road	● (87,793)
Patton Terrace - Asphalt Overlay	● (156,699)
Yelverton Road- Rural reconstruction & widening	● (138,053)
Council Roads Initiative	
Marine Terrace	● (289,972)
Yelverton Road	● (437,960)
Edwards Road	● (90,204)
Signage (Alternate CBD Entry)	● (34,805)
Strelly Street	● (34,790)
Valley Road	● (27,321)
Senior Citizens Access Road (Peel Tce)	● 25,332
Costello Road - Asphalt Overlay	● 26,808
Greenfield Road (Loop) - One way layout	● (31,865)

The attachments to this report include detailed listings of the following capital expenditure (project) items, to assist in reviewing specific variances.

The majority of capital expenditure variances are considered to be timing at this time, with no impact expected against the net current position. The Officer further notes that where permanent variances are established these will be the subject to the Mid Term Budget Review which is anticipated to be placed before the Finance Committee and Council in the Month of February/March.

Investment Report

Pursuant to the Council's Investment Policy, a report is to be provided to the Council on a monthly basis, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio. The report is also to provide details of investment income earned against budget, whilst confirming compliance of the portfolio with legislative and policy limits.

As at 31 January 2018, the value of the City's invested funds totalled \$83.69M, remaining steady from \$83.64M as at 31st December.

During the month of January \$12.5M in term deposit funds matured, with \$0.00M relating to the Airport Redevelopment Project and \$12.5M being general City funds.

Of the \$12.5M of general City funds, \$10.5M was rolled for a further 105 days at 2.52% (on average) and a partial deposit totalling \$2.0M was closed for operational reasons.

A deposit held with the WA Treasury Corp. in the amount of \$6.169M for the Airport Development project matured and was rolled for a further 2 months at 1.68%.

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) increased by \$2.0M due to the partial closure of the term deposit. The balance of the Airport Development ANZ cash account remained steady, with expense payments being covered by fresh grant funds.

The RBA left official rates on hold during January and February with projections for Rates to remain steady for some months before beginning to rise possibly at some stage late in 2018.

Chief Executive Officer – Corporate Credit Card

Details of monthly (December - January) transactions made on the Chief Executive Officer's corporate credit card are provided below to ensure there is appropriate oversight and awareness of credit card transactions made.

Date	Amount	Payee	Description
27-Dec-17	\$701.56	Webjet Melbourne	Mayor Flights Aust Coast Conf. Mar '18
30-Dec-17	\$108.96	Cape Cellars	Wine For Captain & Master Astor
03-Jan-18	\$662.73	Snapfish	Canvas Landscape Prints COB
10-Jan-18	\$350.00	Stay Margaret River	Accom: LGCOG
12-Jan-18	\$569.00	Vue Apartment & Day Spa	Accom: Coastal Council Conf Mar 18
12-Jan-18	\$55.30	Trybooking	GST On LGCOG Conference 14-16 Feb
13-Jan-18	\$647.28	The Goose	Sundowner Invited Guests YCAB Opening
16-Jan-18	\$199.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$194.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$194.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$194.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
16-Jan-18	\$194.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)

Date	Amount	Payee	Description
16-Jan-18	\$1,240.00	City Of Albany Visitor Centre	Accom: Albany Exchange (7 Crs & 5 Staff)
18-Jan-18	\$271.95	Leederville Cameras	Tripod & Camera Cleaning Kit
19-Jan-18	\$207.00	Vue Apartment & Day Spa	Accom: Extra Night Mar 18

**Funds debited against CEO Annual Professional Development Allowance as per employment Contract Agreement*

+ Allocated against CEO Hospitality Expenses Allowance

CONCLUSION

As at 31 January 2018, the City's financial performance is considered satisfactory.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

F1802/018 Moved Councillor J McCallum, seconded Councillor C Tarbotton

That the Council receives the statutory financial activity statement reports for the period ending 31 January 2018, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

CARRIED 5/0

6.3 LIST OF PAYMENTS MADE JANUARY 2018

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A LIST OF PAYMENTS MONTH ENDING JANUARY 2018 ⇒

PRÉCIS

This report provides details of payments made from the City's bank accounts for the month of January 2018, for noting by the Council and recording in the Council Minutes.

BACKGROUND

The Local Government (Financial Management) Regulations require that when the Council has delegated authority to the Chief Executive Officer to make payments from the City's bank accounts, that a list of payments made is prepared each month for presentation to, and noting by, Council.

STATUTORY ENVIRONMENT

Section 6.10 of the Local Government Act and more specifically, Regulation 13 of the Local Government (Financial Management) Regulations; refer to the requirement for a listing of payments made each month to be presented to the Council.

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

NA.

Long-term Financial Plan Implications

STRATEGIC COMMUNITY OBJECTIVES

NA.

RISK ASSESSMENT

NA.

CONSULTATION

NA.

OFFICER COMMENT

In accordance with regular custom, the list of payments made for the month of January 2018 is presented for information.

CONCLUSION

NA.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**F1802/019** Moved Councillor R Reekie, seconded Councillor J McCallum

That the Council notes payment of voucher numbers M115207 – M115288, EF056453 – EF056921, T007379 – T007383, and DD003339 – DD003369; together totalling \$8,814,311.98.

CARRIED 5/0

Note: The Manager of Financial Services took questions on notice and will email clarification through to the Councillors on a number of items listed on the payments made for January 115207, 115243, 115244, 115251, 056599, 056604, 056619 and 056680.

7. GENERAL DISCUSSION ITEMS

Nil

8. NEXT MEETING DATE

Thursday, 15 March 2018

9. CLOSURE

The meeting closed at 10.57am.

THESE MINUTES CONSISTING OF PAGES 1 TO 41 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON TUESDAY, 25 DECEMBER 2018.

DATE: _____ PRESIDING MEMBER: _____